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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number: OPM-5
Transmittal Number: 270
Date: October 1, 1986

Subject: Delegation of Authority

Approval: ACTING
Title: Director

1. Purpose. This directive delegates approval authority from the Director to specific positions within the Office of Surface Mining Reclamation and Enforcement (OSMRE) and prescribes the procedures for redelegations of authority and acting delegations.

2. Definitions. None.

3. Policy/Procedures.

a. Concept. Whenever appropriate, officials should delegate authority to lower levels of management.

(1) Exercise of Authority. An official who is delegated or redelegated authority to make a decision must exercise that authority in conformity with established statutory, procedural or regulatory requirements. These requirements are found in provisions of statutes, Executive Orders, OSMRE Directives, the Departmental Manual, and regulations issued by other agencies, for example, the Office of Personnel Management and GSA. Additional requirements are found in relevant policies, standards, programs, organization and budgetary limitations, and administrative instructions prescribed by officials of the Office of the Secretary. Prior to exercising the delegated authorities, all OSMRE officials should become familiar with all applicable requirements.

(2) Effect of Delegation. An official who delegates or redelegates authority does not take from himself or herself the power to exercise that authority, nor does delegation or redelegation relieve him or her of the responsibility for action taken pursuant to the delegation. All delegations in the field shall be through the Assistant Directors, Eastern/Western Field Operations who have the authority to redelegate or withhold all delegations within their jurisdiction. An official may retain authorities at a higher level than specified in this directive, if he or she so

chooses. Retentions of authority shall be in writing, the same as redelegations. A copy of each such retention affecting payroll shall be sent to the consolidated Payroll Office, Post Office Box 25065, Denver, Colorado 80225. A copy of any retention affecting travel, other financial or procurement matters should be sent to the Division of Financial Management, Post Office Box 25065, Denver, Colorado 80225.

(3) General Provisions on Redelegation. Any official to whom authority is delegated may redelegate that authority in writing (citing the specific section of this directive) to the next lower level of management unless redelegation of authority is specifically prohibited or limited. Redelegation of authority must be documented for later consideration as a part of OSMRE's Directives System. Thus a copy of each redelegation must be sent to the Assistant Director, Budget and Administration. A copy of each such redelegation affecting payroll shall be sent to the consolidated Payroll Office, Post Office Box 25065, Denver, Colorado 80225. A copy of each such redelegation affecting travel, other financial or procurement matters should be sent to the Division of Financial Management, Post Office Box 25065, Denver, Colorado 80225.

(4) Delegation to an "Acting" Position. When an individual listed in one of the positions contained in paragraph 3.c.(1) of this directive is to be absent from his/her position for leave, travel, conferences, etc., one of the senior subordinates should be designated as "Acting" during the absence. In lieu of designating an "Acting" for each instance of absence, a manager may designate an automatic line of succession. 451 documents signed by the individual designated must contain the word "Acting" in front of the position title in which the individual is acting. When designated as "Acting" an individual will have the same authority as the incumbent official who makes the delegation unless restricted in writing at the time of the delegation.

b. Responsibilites.

(1) The Director exercises, except as provided below, the authority of the Secretary of the Interior with respect to the Surface Mining Control and Reclamation Act of 1977 (Public Law 95-87) and amendments to the Act. By definition he may

exercise all authorities contained in this directive. He is authorized to exercise the authority of the Secretary of the Interior to issue proposed and final regulations contained in Chapter 7, Title 30, Code of Federal Regulations and to issue public notices related to administration of Public Law 95-87. The authority granted does not include:

(a) Authority which the Secretary may not redelegate, as set forth in 200 DM 1.

(b) Approval or disapproval of an initial State regulatory program. This does not include amendments, modifications, or suspensions in whole or in part of approved State regulatory programs.

(c) Designation of lands as unsuitable for mining operations for non-coal minerals and withdrawal of lands from mineral entry (Section 601, Public Law 96-87).

(d) Approval and issuance of security clearance for certain designated officals as reserved by the Office of the Secretary.

(2) The two Deputy Directors have the Director's authorities for their respective directorates: Administration and Finance (DD(A)) and Operations and Technical Services (DD(O)), except those authorities listed in (a) through (c) below. In those instances where both Deputy Directors have delegated authority the symbol (DD) is used.

(a) The authority to select or remove individuals in key positions who report directly to the Director.

(b) The authority to interpret Agency-wide policy for the office within which the Deputy Director will operate.

(c) Authority to initiate SMCRA Section 733 actions.

(d) Authority to promulgate agency-wide regulations.

c. Procedures. The individuals with the titles listed under (1) below are responsible for the functions listed in (2) through (24) below. Each title is preceded by a letter (or letters) that represents the

official's organization. The first sentence of each function lists letter(s) in parentheses that designate the officials with the authority for executing that function, as has been delegated by the Director and Deputy Directors. For example, use of a government owned or licensed vehicle between place of employment and an employees domicile and overnight storage of such a vehicle at an employees domicile when performing official travel by GOV to a location closer to the employees domicile, or when performing field work at a location closer to an employees domicile for a period not to exceed one week. (A, FFM, FRA, E, DT, DF, W, DAD, and FOD).

(1) Title and Organizational Designations.

Immediate Office of the Director.

D - Director
DD - Deputy Directors
DPA - Public Affairs Staff
DCL - Congressional Liaison Staff
DEO - Equal Opportunity Staff
DEA - External Affairs Staff
DRD - Regulatory Development and Issues Management Staff
DPE - Program Evaluation Staff

Deputy Directorate for Administration and Finance.

DD(A) - Deputy Director, Administration and Finance

Assistant Directorate for Information Systems Management.

I - Assistant Director, Information Systems Management

Assistant Directorate for Budget and Administration.

A - Assistant Director, Budget and Administration
APB - Chief, Division of Budget Planning and Management Analysis
APS - Chief, Division of Personnel
AMS - Chief, Division of Management Services

Assistant Directorate for Finance and Accounting.

F - Assistant Director, Finance and Accounting
FFM - Chief, Division of Financial Management
FDM - Chief, Division of Debt Management
FAS - Assessment Conference Officer
FCM - Chief, Division of Compliance Management
FRA - Regional Audit Manager
FSA - Supervisory Auditors

Deputy Directorate for Operations and Technical Services.

DD(O) - Deputy Director, Operations and Technical Services
OTT - Technical Training Staff

Assistant Directorate for Program Policy.

P - Assistant Director, Program Policy
PSP - Chief, Division of State Program Assistance
PRI - Chief, Division of Regulation and Inspection
PAM - Chief, Division of Abandoned Mine Land Reclamation
PRT - Chief, Division of Reclamation Technology
PPE - Chief, Division of Permit and Environmental Analysis.

Assistant Directorate - Eastern Field Operations.

E - Assistant Director, Eastern Field Operations
DT - Deputy Assistant Director, Program and Technical Support
DF Deputy Assistant Director, Program Operations
ASC - Chief, Administrative Service Center
TAO - Area Office Manager (Wilkes-Barre)
FOD - Field Office Director (e.g., FOD (Lex.) = FOD Lexington)
FAO - Area Office Manager (e.g., FOA (Lon.) = AOM London, KY.)

Assistant Directorate - Western Field Operations.

W - Assistant Director, Western Field Operations
DAD - Deputy Assistant Director, Western Field Operations
ASC - Chief, Administrative Service Center
FOD - Field Office Director (e.g., FOD (Cas.)) FOD Casper.

Director's Staff Offices, and SLS).

(5) Certification of signatures, if not originals, on any documents submitted for filing and publication with the Federal Register (DRD).

(8) Emergencies (Other Than AML).

(a) Reciprocal agreements with emergency services offices for the rendering of emergency assistance (A, FFM, FRA, FSA, E, W, and FOD).

(b) Authority to comply with written directives issued by the Regional Directors of the Federal Emergency Management Agency (A, FFM, FRA, FSA, E, W, and FOD).

(c) In a Civil Defense Emergency and during the inability of a superior in the chain-of-command to exercise authority, the head of a field installation may exercise the authority of the Director with respect to the field installation involved (FFM, FRA, FSA, TAO, FAO, and FOD).

(9) Equal Employment Opportunity.

(a) Authority to informally resolve allegations of discrimination in the pre-complaint counseling stage (SLS). (Requires review of DEO or E/W EEO Officer and, when appropriate, review of agreement language by APS or ASC to ensure terms comply with personnel regulations). This authority cannot be redelegated.

(b) Authority to settle a formal complaint of discrimination (DD(A)). (Requires review of DEO and, when appropriate, review of settlement language by APS to ensure terms comply with personnel regulations). This authority cannot be redelegated.

(10) Financial Management.

(a) Certification of long distance telephone calls (all officials listed).

(b) Determine locations and approve requests for Imprest Fund increases or decreases (F and FFM).

(c) Submit requests to Treasury for designating or revoking Cashier's authority (F and FFM).

(d) Time and Attendance report:

(1) Approve and certify Time and Attendance Reports for subordinates (all officials listed). Each person authorized to sign Time and Attendance Reports must have a signature card on file with the Payroll Office.

(2) Authority to designate timekeepers to maintain employees' record of time in pay and non-pay status (all officials listed). Designation of timekeepers will be by means of signature card approved by the supervisor of the unit and filed with the Payroll Office.

(3) Authorize employees to certify and approve their own Time and Attendance Report (DD, F, FRA, E, W, and FOD). This authorization may be granted to the senior official in a particular geographic location. The authority may also be granted to employees who are on extended temporary duty away from their permanent duty station, or any employee located in a single employee office. Authorizations must be documented in a memorandum to the consolidated Payroll Office, (Denver).

(e) Collection of erroneous payments made to employees (F and FFM).

(f) Waiver of claims up to $500 for erroneous payment of pay, travel, transportation, and relocation expenses (F and FFM).

(g) Designation of certifying officers (F and FFM).

(h) Designation of collection officers (F and FFM).

(i) Suspension or termination of collection activity other than reclamation fees and civil penalties (F and FFM).

(j) Suspension or termination of collection activity for reclamation fees and civil penalties:

(1) For reclamation fees (F and FDM).

(2) For civil penalties not exceeding $20,000 (F and FDM).

(3) Authority to offset escrow amounts, refunds, and contract payments against Title IV and Title V claims (F and FAM)

(4) For residual accounts receivable after collection agency action (FDM and FFM).

(k) Authority to adminstratively approve refunds of civil penalty assessments and to approve payment of interest on refunded amounts (F and FDM). Authority to certify payment of refunds (FFM).

(l) Authority to adminstratively approve refunds of reclamation fees (F and FCM). Authority to certify payment of refunds (FFM).

(m) Authority to approve use of commercial forms and procedures in lieu of Government Bill of Lading forms (AMS).

(11) <u>Freedom of Information and Privacy Act</u>.

(a) Freedom of Information (See OSMRE Directive INF-3):

(1) Approval of waivers of fees for documents being released by:

(a) Headquarters (DRD).

(b) Field (FFM, E, DT, DF, W, DAD, and FOD).

(2) Approval of releases of requested documents and interim responses:

(a) Headquarters (DRD).

(b) Field (FFM, E, DT, DF, W, DAD, and FOD). Requires coordination with (DRD).

(3) Authority to deny release of information requested in whole or in part DD(A).

Note: Assumes prior coordination with DRD and Office of Solicitor.

(b)

(1) Designation of records systems subject to Privacy Act provisions (DD(A)) (See OSMRE Directives ADS-1).

(12) Hours of Duty.

(a) Specifying official hours of duty (DD(A)), FFM, FRA, E, W, and FOD). Field Officials must notify both E or W and Assistant Director, Budget and Administration, prior to any change in established hours. Non-standard (for Washington, D.C. - other than 7:45 a.m. - 4:15 p.m.) duty hours for individual full-time employees (All officials listed in 3.c.(1)). Note: Requires union consultation for Washington, D.C. employees (APS).

(b) Regularly scheduled overtime not to exceed 3 months (DD, I, A, F, FFM, P, E, W, and FOD). Officials approving overtime must submit an Overtime Authorization Form with the applicable Time and Attendance Report. Note: Overtime payments are subject to policy and procedures established in OSMRE Directive PER-2.

(c) Occasional or irregular overtime (all officials listed under 3.c.(1)). Officials approving overtime must submit an Overtime Authorization Form with the applicable Time and Attendance Report.

(13) Labor Relations.

(a) Authority to recommend the approval/disapproval of basic labor-management agreements and amendments to basic agreements (DD(A), A, and APS). These recommendations are subject to the review and final decision-making authorities of the Director, OSMRE, and the Director, Personnel, DOI.

(b) Authority to recommend whether negotiated grievances, unfair labor practice charges, or representation disputes should proceed to hearings (DD, I, A, APS, F, P, E, and W). These recommendations are subject to the review and final decision-making authorities of the Director, OSMRE, and the Director of Personnel, DOI.

(c) Authority to administer the provisions of basic labor-management agreements and amendments to basic agreements (all Headquarters Officials listed in 3.c.(1)). This authority includes, but is not limited to, responsibility for making decisions concerning represented employees, in accordance with applicable contract provisions, in such areas as: leave administration; disciplinary and adverse actions; informal and formal grievances; withholding/granting of within-grade increases; merit promotions, performance appraisals; etc. This authority is exercised with the technical concurrence of the Chief, Division of Personnel or a designated representative.

(d) Authority to administer the provisions of 5 USC Chapter 71, as they relate to or impact upon represented OSMRE employees (all Headquarters Officials listed in 3.c.(1)). This authority includes, but is not limited to, responsibility for: affording exclusive

employee representatives (i.e., unions) opportunities to negotiate on changes in conditions of employment of represented employees; affording exclusive representatives opportunities to attend formal discussions and Weingarten meetings, and affording applicable labor organizations National Consultation Rights. This authority is exercised with the concurrence of the Chief, Division of Personnel or designated representatives.

(14) Leave.

(a) Approval of leave and excused absences of individual employees:

(1) Advance annual leave up to the current leave year accrual, advance sick leave, and leave-without-pay not in excess of 30 days (all officials listed). Leave-without-pay in excess of 30 days (DD, I, A, F, P, E, and W). The employee's supervisor must coordinate the request for over 30 days LWOP with Chief, Division of Personnel or ASC and document it on a SF-71 which is transmitted to the consolidated Payroll Office (Denver). Individuals responsible for this function may not redelegate this authority.

(2) Excused absences of employees due to adverse weather conditons (DD(A), FFM, FRA, E, TAO, FAO, W, and FOD). In situations where different OSMRE components are in the same city, dismissal is delegated to the senior OSMRE management official as designated by the Director. Individuals responsible for this function may not redelegate this authority.

(3) Excused absence for authorized purposes other than inclement weather for groups of employees, e.g., physical plant problems such as no heat, or bomb threats (A, FFM, FRA, FSA, E, TAO, FAO, W, and FOD). In situations where

different OSMRE components are in the same building, dismissal is delegated to the senior OSMRE management official as designated by the Director. Individuals responsible for this function may not redelegate this authority.

(4) Excused absence for individual employees, other than inclement weather, based on the individual situation being related to the criteria set forth in the OSMRE and Departmental directives (all officials listed). The OSMRE directive on absence and leave (OSMRE Directive PER-12) sets forth examples of acceptable situations for granting excused absences.

(5) Authority to approve routine leave (all officials listed). Restoration of forfeited annual leave (leave in excess of 240 hours) because of illness, injury, administrative error, or unusual workload conditions (D).

(15) Manuscripts.

(a) Authority to approve manuscripts which are of a management, policy, scientific, technical, or engineering character (DD with review of DPA).

(b) Authority to approve, prior to action, all publications and audiovisual materials intended for dissemination to the general public that are developed or funded — even partially — with OSMRE funds (DPA). Approval does not extend to publications, such as Environmental Impact Statements, charts and maps, State produced material, and administrative materials produced solely for internal use. It does include, however, authority over internal newsletters and annual reports. Exceptions to audiovisual materials include: training films, slide shows and video tape recordings produced solely for in-house use.

(16) Oaths.

Authority to administer oaths and to redelegate this authority to designated employees GS-5 and above (all officials listed).

(17) Personnel Actions.

(a) Approve requests for personnel actions (SF-52) for all subordinate positions through GS/GM-15 (DD, I, A, F, P, E, W, ASC, and FOD). In addition to approval, clearance for funds and personnel ceiling availability are required prior to action. Prior to approval, the approving official is responsible for insuring that adequate funds are available in his/her operating budget to accommodate the results of the requested action. The official is also responsible for compliance with any personnel ceiling which has been established for his/her organization. The Division of Personnel (APS) or ASC also is responsible for checking ceiling availability for all positions. This authority does not extend to personnel actions that may effect organizational structure prior to clearance of such a change by the Director.

(b) Effect appointments, changes, suspensions, separations, and demotions for all wage and classified positions (SF-50) (DD(A), A and APS). Effect personnel actions through GS-12 (FOD), through GM/GS-15 (ASC). (Subject to DOI clearance requirements for GS/GM-15 and other positions which require it). This authority may be redelegated to appropriate employees in the Division of Personnel or the Administrative Service Centers.

(c) Classify Positions — SES positions (proposed classification subject to DOI concurrence) (DD(A), A, and APS); all wage positions and classified positions through GS/GM-15 (DD(A), A, APS, and ASC). This authority may be redelegated to appropriate employees in the Division of Personnel and Administrative Service Centers.

(d) Identification of those GM-13, 14, and 15 employees who are supervisors or management

officials as defined in the Civil Service Reform Act (DD, DPA, DCL, DEO, DEA,DRD, DPE, I, A, F, OTT, P, E, W, FOD, and SLS). The Division of Personnel will monitor the positions so identified for appropriateness. This authority may not be redelegated.

(18) Performance Ratings, Disciplinary Actions and Grievances.

(a) Authority to review and approve summary performance ratings (SLS). Individuals responsible for this function may not redelegate this authority.

(b) Authority to review and issue final written decisions on employee performance appraisal complaints (TLS). (Complaints of bargaining unit employees are pursued through the negotiated grievance procedures).

(c) Decisions to remove probationary or temporary employees (all officials listed). This authority may not be redelegated.*

(d) Decisions to remove, suspend in excess of 14 days, reduce in grade or pay, or furlough for 30 days or less, or require enforced annual or sick leave for all permanent employees to GS/GM-15 (DD, DPA, DCL, DEO, DEA, DRD, DPE, I, A, F, FRA, OTT, P, E, W, ASC, FOD, and SLS). This authority may not be redelegated.*

(e) Decisions to suspend employees for 14 days or less for all positions to GS/GM-15 (all officials listed).*

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*The delegations in items (c), (d), and (e) do not limit the authority of any supervisor to admonish, issue letters of warning or reprimand, or propose more severe action. Supervisors must consult the servicing Personnel Office prior to taking any disciplinary action except verbal admonishments. Supervisors must be fully aware of and comply with applicable labor relations procedures in taking any disciplinary action involving represented employees (see OSMRE Directive PER 23). To ensure compliance with procedural requirements, proposal and decision notices to employees must be surnamed by the Chief, Division of Personnel or Chief, Administrative Service Center.

(f) Authority to decide formal employee grievances (DD, I, A, F, FFM, P, E, DT, DF, W, DAD, ASC, and FOD). To ensure compliance with procedural requirements written decision on formal grievances to employees must be surnamed by the Chief, Division of Personnel.

(g) Authority to withhold a Within Grade Increase (DD, DPA, DCL, DEO, DEA, DRD, DPE, I, A, F, FRA, OTT, P, E, DT, DF, W, DAD, ASC, and FOD). This authority may be redelegated to division chiefs. To ensure compliance with procedural requirements, Notices of Negative Determination must be surnamed by the Chief, Administrative Service Center or Chief, Division of Personnel.

(19) Placement of Advertisements.

(a) Authority to place newspaper advertisement regarding notice of public hearings and notice of comments (AMS, E, W, and FOD). Authority to place newspaper "Notices of Findings of no Significant Impact" (FONSI) (P, PPE, E, W, and FOD (Knoxville)).

(b) Authority for advertisement for notice of recruitment for positions (APS). For shortage category positions up to GS-12 (FOD), up to GM/GS-15 (ASC).

(20) Procurement.

(a) Authority to award both negotiated and formally advertised contracts, and make small purchases, (only Headquarters Procurement personnel (AMS), Administrative Service Center, (ASC), or Field employees specifically appointed by name). Individual warrants will specify authority and limitations. Responsibility for implementing OSMRE warrant system (A).

(b) Authority to issue SF-44, Field Purchase Order, for emergency purchases not to exceed $2,500 (any employee authorized by AMS, or ASC).

(c) Authority to implement the Federal Grant and Cooperative Agreement Act of 1977 to determine the extent of Federal involvement relative to funded action and the subsequent justification for the issuance of a procurement or assistance instrument (DD(A)). (This delegation applies only where SMCRA does not specify the form of Federal financial assistance, e.g., State participation in an OSMRE funded research project).

(21) Security.

(a) Approval of security clearances other than those personnel reporting direct to the Director or where reserved by the Office of the Secretary (DD(A), A, and APS). The Director reserves the authority to approve clearance for all personnel reporting to the Director's Office.

(22) Surface Mining Control and Reclamation Act (SMCRA) Delegations.

(a) Authority to designate authorized representatives of the Secretary and issue credentials per Section 517 of Public Law 95-87 (DD(O), E, W, and FOD, or 30 CFR 870.16 (b) and (c) (DD(A)), F, and FRA).

(b) Authority to determine, in accordance with 30 CFR 722.16 or 843.13, whether a pattern of violations of any requirement of the Act, the regulations, or a permit condition imposed under the Act or regulations exists or has existed (DD(O), E, W, and FOD).

(c) Authority to determine, in accordance with 30 CFR 722.16 or 843.13, whether such violations were caused by the unwarranted failure of the permittee to comply with any requirement of the Act or any permit conditions or were willfully caused by the permittee (DD(O), E, W, and FOD).

(d) Pursuant to a determination that a pattern of violations exists or existed and that such violations were caused willfully or by the unwarranted failure of the permittee, authority pursuant to 30 CFR 722.16 or 843.13 to issue an order to show cause why

OSMRE should not suspend or revoke the permit (DD(O)).

(e) Authority to approve extensions of abatement dates beyond 90 days, pursuant to 30 CFR 722.12 or 843.12 (published 8/17/81, 46 FR 41702, effective 9/16/81) (DD(O), E, W, and FOD).

(f) Authority to sign receipts for civil penalty and AML reclamation fee payments (collection officers as designated by FFM and recommended for designation by E and W).

(g) Findings of fact and declarations of emergency pursuant to Secton 410 of the Surface Mining Control and Reclamation Act (E, W after verification of fund availability); authorized expenditure of funds for emergency projects (E and W). Note: (E and W) coordination with APB is required prior to declaration if such declaration will deplete the E or W operating budget allocation for emergency projects.

(h) Approval of Environmental Assessments, Findings of No Significant Impact, related Federal Register notices prepared in the field, and Environmental Assessments prepared by the States (DD(O), P, E, and W). Note: FOD's may also approve State prepared Environmental Assessments in coordination with E or W.

(i) Authority to determine the appropriateness of the State's response to a ten-day notice according to Section 521 (a)(1) of SMCRA (FRA, E, W, and FOD). This authority may be redelegated to Area Office Managers. After the determination is made, FOD may delegate authority to sign letters of appropriateness and/or inappropriateness.

(j) Authority to issue, modify, terminate, and/or vacate Notices of Violation (authorized representatives designated in accordance with Section 517 of SMCRA and (22)(a) above).

(k) Authority to issue notices of proposed assessments and notices of final assessments (civil penalties) (FDM, E, W; may redelegate if required).

(l) Authority to approve experimental practices and approval of variances (P).

(m) Authority to approve, approve with conditions, or disapprove permit applications for surface coal mining and reclamation operations where OSMRE is the regulatory authority and issue such permits (DD(O), E, and W).

(n) Determination that there are no significant recreational, timber, economic, or other values which may be incompatible with surface coal mining and reclamation operations on any Federal lands within the boundaries of any National forest under Section 522(e) of Public Law 95-87 (E and W).

(o) Approve or disapprove notices of proposed rulemaking and final rules promulgating amendments to State programs pursuant to the SMCRA of 1977 and CFR 732.17 (E and W); approve final rules promulgating amendments to State programs (DD(O)).

(23) Training.

(a) Sign requests for training in Government and non-Government facilities (all officials listed). Requires concurrence of second level supervisors (except DD, I, A, F, P, E, W, and FOD).

(b) Approval of training in Government or non-Government facilities (APS and ASC). (Approval of training of 30 days or over reserved to A).

(24) Travel.

(a) Employee and dependents travel for transfer, reassignment or appointment, grade GS-7 and above and shortage category hires as defined by OPM for grade GS-6 and below (FFM w/concurrence of APS).

(b) Travel for Departmental award recipients (DD(A)).

(c) Foreign travel authorization (Assistant Secretary, Land and Minerals Management).

(d) Approval of allowances for expenses incurred in connection with residence transactions pertinent to change of official station (F and FFM).

(e) Extension of time for settlement of real estate transactions (F).

(f) Approval of annual area travel authorizations (DD, I, A, F, FFM, FRA, P, E, W, ASC, and FOD). This authority may not be redelegated. Excludes authorizing the use of chartered aircraft. OSMRE Directive TRV-1 covers employees allowed to use area travel authorizations and areas of travel covered by area authorizations.

(g) Approval of specific (trip) travel authorizations (DD, DPA, DCL, DEO, DEA, DRD, DPE, I, A, F, FFM, FSA, FRA, OTT, P, E, W, ASC, FOD, and SLS). Authorizing the use of chartered aircraft for travel is restricted to DD(A), and is subject to the criteria in OSMRE Directive TRV-1 on chartered aircraft, including documentation of a favorable cost comparison where charters are used for point to point travel. Approval of actual subsistence expenses where, due to unusual circumstances, the maximum per diem allowance is less than the amount required to meet the actual and necessary subsistence expense of the traveler (DD(A)).

(h) Approval of Requests for Travel Advances are restricted to the approval authority for area and trip travel as contained in paragraph 24(f) and (g) above. Approval of payment of travel advances will occur only after review of oustanding balances.

(i) Approval of one's own area and/or specific (trip) travel authorizations (DD, FFM, FRA, FSA, E, W, and FOD). This authority may not be redelegated.

(j) Administrative approval of travel vouchers (DD, DPA, DCL, DEO, DEA, DPE, DRA, I, A, F, FFM, FSA, FRA, OTT, P, E, W, ASC, FOD, and SLS).

(k) Administrative approval of one's own travel voucher (DD, I, A, F, FFM, FRA, FSA, P, E, W, FAO, and FOD). Individuals responsible for this function may not redelegate this authority.

(l) Approval to use privately-owned-vehicles (DD, DPA, DCL, DEO, DEA, DRD, DPE, I, A, F, FFM, FRA, FSA, OTT, P, E, W, FOD, and SLS).

(m) Post approval of travel vouchers (restricted to approval authority who would normally have signed the travel authorization or his/her acting designee).

(n) Approval of First Class travel may only be authorized by the Secretary, through the Director of OSMRE. All such requests will be sent initially to the Assistant Director, Finance and Accounting in accordance with OSMRE Directive TRV-1.

(o) Authorize travel of job applicants for GS-14 and above positions for pre-employment interviews (DD, I, A, APB, F, P, E, W, and ASC; with concurrence of APS or ASC). This authority may not be redelegated. The Director is authorized to approve travel for GS-10 through GS-13. (Ref: The Master Delegation Agreement between OPM and DOI dated 8/23/84, 370 DM 230, Appendix 1).

(p) Administrative approval of imprest fund subvouchers for local travel and transportation, local purchases, postage, and equipment repairs (all officials listed).

(q) Authorize or approve travel and transportation expenses for non-Government* conferences and meetings for which total OSMRE travel and per diem estimated expenditures exceed $5,000 (Assistant Secretary, Land and Minerals Management). When attendance at such conferences and/or meetings are arranged by Headquarters,

approval will be obtained at the Headquarters level. Requests for approval should be by memorandum from the Director to the Assistant Secretary, Land and Minerals Management. All such requests will be processed through the Assistant Director, Finance and Accounting.

(r) Certification of travel vouchers (AMS, FFM, and ASC).

4. Reporting Requirements. None.

5 References. Departmental Manual, 200 Series.

6. Effect on other Documents. This document supersedes Directive OPM-5 dated 10/4/83, and amendments thereto.

7. Effective Date. October 1, 1986.

8. Contact. Assistant Director, Budget and Administration (A).

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* Non-Government means a conference or meeting held by a society association, State or similar body which is not a part of the U.S. Government.